ADMINISTRATIVE - INTEREAL USE ONLY Approved For Release 2005/08/03 : CIA-RDP70-00211R000500040062-3 20 May 1965

811 Key Building					
From : Chief, Records Administration Staff/DDS					
Subject: Records Officers Neeting - 27 May 1965					
1. I want to meet with you and the other Records Management Officers in the DDS&T and DDI Directorates in the DDS Conference Room, 7D-34, Headquarters on 27 May at 10:00 A. M.					
2. I want to discuss these things:					
a. Results from the recent Campaign to Implement the President's Moratorium on the Purchase of Filing Equipment.					
b. Results of the research conducted by the National Bureau of Standards on Microfilm Blemisbes.					
e. Processing of requisitions for filing equipment.					
d. Courier and Document Receipt for TS and Code Word material.					
3. This meeting should not last any longer than one hour. In addition to the above subjects, I hope that you will present topics that will be of					
particular interest.					
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20 May 1965

To

: Chief, Records Administration Staff/DDS N'Y'OM

Subject: Records Officers Meeting - 27 May 1965

- 1. I want to meet with you and the other Records Management Officers in the DCI and DDS Directorates in the DDS Conference Boom, 7D-34, Headquarters on 27 May at 2:00 P. M.
 - 2. I want to discuss these things:
 - a. Results from the recent Campaign to Implement the President's Moratorium on the Purchase of Filing Equipment.
 - b. Results of the research conducted by the National Bureau of Standards on Microfilm Blemishes.
 - c. Processing of requisitions for filing equipment.
 - d. Courier and Document Receipt for TS and Code Word raterial.

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No.	: All Records Officers in DDS&T and DDI Directorates	
From	: Chief, Records Administration Staff/DDS	
Subjec	ct: Records Officers Meeting - 27 May 1965	
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